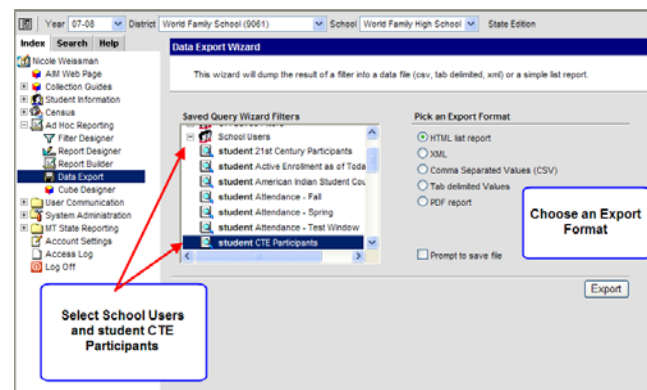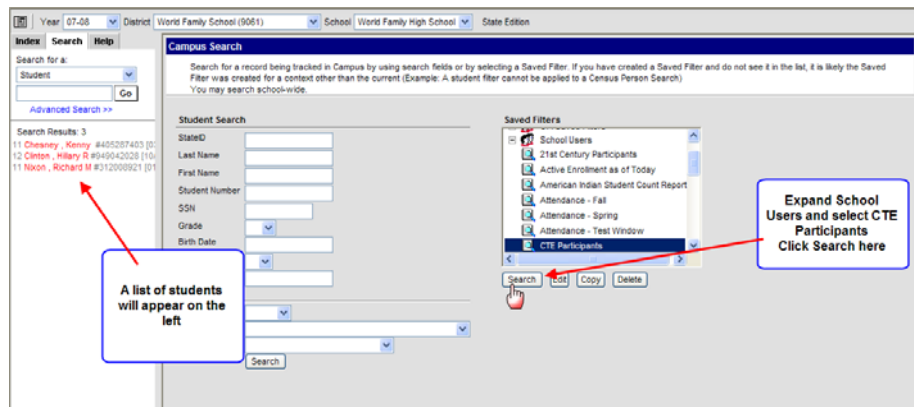# Fall 2008 Fall CTE Collection

VERIFYING 2007-2008 CTE CONCENTRATORS

Method 1:

Choose **Year** 07-08 and high school from the **TOOLBAR**. Click **SEARCH**. Select *Student* from the dropdown list. Click on *Advanced Search*. From **Saved Filters**, expand **School Users**. Choose student CTE Participants. Click *Search* under the **Saved Filters** box. The students marked as *CTE Concentrators* in the 07-08 year will list to the left, under **SEARCH**.

Method 2:

Choose **Year** 07-08 and high school from the **TOOLBAR**. From **INDEX**, expand **Ad Hoc Reporting** and select *Data Export*. Expand **School Users** by clicking the plus sign, and select *student CTE Participants*. Choose a format and click *Export*. The report will open in a new window.

Fall 2008 Fall CTE Collection

ENTERING CTE DATA: OPTION 1

Use **Method 1** above to generate a list of CTE Concentrators from the 07-08 school year.

Click on the name of the first student. Click on **ENROLLMENTS**.

Verify student was a graduate. If student was not a graduate, no data is entered.

If student is a graduate, open the student's enrollment record by clicking on the **Edit Notepad** icon.

Scroll down and open **CTE Concentrators** by clicking the plus sign. **Enter** Post Graduation Status **and** Date Contacted. **Click** *Save.*

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ENTERING CTE DATA: OPTION 2

Use Method 2 above to create a report of CTE Concentrators from the 07-08 school year.

For all students with **End Status** of *400: Graduated*, obtain **Post Graduation Status** and **Date Contacted** from the appropriate resource in your school.

Choose **Year** 07-08 and high school from the **TOOLBAR**. Click **SEARCH**. Select *Student* from the dropdown list. Type in the name of a specific student, or click *Go* for a list of all students. Click on the name of a student.

Open the student's enrollment record by clicking the **Edit Notepad** icon. Scroll down and open **CTE Concentrators** by clicking the plus sign. Enter **Post Graduation Status** and **Date Contacted**. Click *Save*.

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ENTERING CTE DATA: OPTION 3

From **INDEX**, select **MT State Reporting** and *MT Extracts*. From **Extract Type**, select *Career and Technical Education*. From the **Format**, select *CSV*. Select *list by year* under **Select Calendars** and choose the 07-08 year and high school.

Enter **Date Contacted** and **Post Graduation Status** into the Excel file.

Check that all columns requiring leading zeros are formatted correctly. (See *Excel Tips* at the end of this Quick Reference Guide)

Delete the first three rows of the Excel spreadsheet. Save file as a *Text (Tab delimited)(*.txt)* file. Open text file and insert header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save file.

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UPLOADING CTE DATA:

From **NAVIGATION TOOLS**, expand **MT State Reporting**, and select *MT Data Upload*. From **Import Type**, select *Career and Technical Education*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again.

Once the file is error free, change **Work to Perform** to *Load Partial File* and upload the file.

Fall 2008 Fall CTE Collection

Appendix O:
Post Grad Status

CODE	NAME	DEFINITION
01	Post-secondary Education or Training	After the student graduated from high school, they attended a post-secondary education program or additional training.
02	Employed	After the student graduated from high school, they became employed.
03	Unemployed	After the student graduated from high school, they became/remained unemployed.
04	Military	After the student graduated from high school, they joined the military.
05	Not Known	The student's status after graduating from high school is not known.
06	Other	The student's status after graduating from high school is something other than above options.
ALL POST GRAD STATUS CODES REQUIRE ZERO PADDING		

EXCEL TIPS AND TRICKS

Excel Issue	Example	Correction
Column should be two digits in length (zero padding)	The Start Status field needs to be 02, not 2	Highlight the column that requires zero padding. From the **Toolbar Menu**, select **Format Cells**. Under **Category**, select **Custom**. Delete the word *General* and type "0#" (zero and a pound symbol).
Column should be four digits in length (zero padding)	The District field needs to be 0001, not 1	Highlight the column that requires zero padding. From the **Toolbar Menu**, select **Format Cells**. Under **Category**, select **Custom**. Delete the word *General* and type "000#" (three number zeros and a pound symbol).
The dates must be in mm/dd/yyyy format	The Date needs to be 07/01/2007, not 7/1/07	Highlight the column that requires zero padding. From the **Toolbar Menu**, select **Format Cells**. Under Category, select **Custom**. Delete the word *General* and type mm/dd/yyyy.
The file must be saved as a Text (tab delimited file)	The file is in CSV or Excel format, not a text file format	From the **File Menu**, click **Save As**. In the **Save as type** box, choose *Text (tab delimited)(*.txt)*. Enter the file name with the extension *.tsv or *.txt
Unable to view file extensions	My file won't upload correctly, and I cannot see the file format extension	Choose **Control Panel**, *Folder Options*. Click on the *View* tab. Uncheck the box next to *Hide extensions for known file types*. Click OK.